

**National Guard Bureau**  
**Sexual Assault Prevention and Response Program**

**Commander's Sexual Assault Victim Assistance Checklist**

(Note: These actions are to be taken in the event of receiving a report of sexual assault. Not necessarily all will be taken by the commander).

1. \_\_\_\_\_ Ensure the physical safety of the victim – determine if the alleged assailant is still nearby and if the victim needs protection.
2. \_\_\_\_\_ Advise the victim of the need to preserve evidence (e.g., not bathing, showering, washing garments).
3. \_\_\_\_\_ Encourage the victim to report the incident and refer to a hospital for a medical examination immediately (even if the incident occurred prior to the past 72 hours).
4. \_\_\_\_\_ Make appropriate administrative and logistical coordination for movement of victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis).
5. \_\_\_\_\_ Notify the local civilian authorities.
6. \_\_\_\_\_ Notify the Chaplain if the victim desires pastoral counseling or assistance.
7. \_\_\_\_\_ Report the sexual assault incident, within 24 hours of receipt, through the chain of command to the following, if entities have not been notified already notified:  

\_\_\_\_\_ Civilian/Military Authorities

\_\_\_\_\_ Commanders in the chain of command (as appropriate)
8. \_\_\_\_\_ Ensure the Civilian/Military Authorities notifies victims and witnesses of their rights through a completed Victims and Witnesses of Crime form, DD Form 2701, or civilian equivalent. (Reference AR 27-10 and AR 600-20, Appendix G).
9. \_\_\_\_\_ Confer with commander's legal representative to consider legal options and responsibilities.

10. \_\_\_\_\_ Ensure the victim is made aware of, and encouraged to exercise, their options during each phase of the medical, investigative, and legal processes.
11. \_\_\_\_\_ Determine the best courses of action for separating the victim and the subject during the investigation.
  - ❑ Determine whether the victim desires to be transferred to another unit.
  - ❑ Determine if the suspect needs/desires to be transferred to another unit.
  - ❑ Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment/reassignment.
12. \_\_\_\_\_ Flag (suspend favorable personnel actions) any Soldier listed as a subject in a military report of investigation IAW AR 600-8-2, and suspend the Soldier's security clearance IAW AR 380-67.
13. \_\_\_\_\_ Inform the victim of the resources that are available to them through the Victim and Witness Assistance Program (VWAP) (AR 27-10) (i.e. Military One Source (International: 1-800-464-8107, 24-hour-a-day, 7-day-a-week, [www.militaryonesource.com](http://www.militaryonesource.com)); DoD Deployment Health Support Hotline (1-800-497-6267 from 0900-2100 hours, Monday through Friday).
14. \_\_\_\_\_ Inform the victim of local community resources that are available to them.
15. \_\_\_\_\_ Update the status of the victim and subject(s) within 14 calendar days and on a monthly basis thereafter, to the battalion or higher-level commander until the case is officially closed. If the victim or subject is transferred or deployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.
16. \_\_\_\_\_ Initiate follow-up with the victim within 45 days after disposition of the case.
17. \_\_\_\_\_ Ensure unit personnel are abreast of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.